



# CEDAR PARK

## I. V. R. SYSTEM USERS GUIDE

### INSTRUCTIONS FOR SCHEDULING INSPECTIONS/CHECKING THE STATUS

Call the automated system at **512-258-2940**.

When requested enter your **5 digit access code** located on your permit.

When requested enter the **7 digit permit code** located on your permit.

**Press 1 to schedule** an inspection.

**Press 2 to get the results** of an inspection.

(You can only access the results using the permits in which you have access/permit codes for)

**Press 3 to cancel** an inspection.

(To use this option, you must cancel the inspection prior to the day it has been scheduled for)

When the system requests a **2-digit inspection code**, enter it from the list provided.

The system will notify you what date the inspection will be scheduled for or the result. Please refer to the inspection tag that is left on-site for further details on failed inspections.

**\*\*6:30 A.M. is the cut off time for same day inspections\*\***

## **BUILDING INSPECTION PERMIT GUIDELINES**

**For your convenience this general guide has been provided. Please call the Building Inspections Department at (512)401-5100 with any questions pertaining to inspection procedures or scheduling.**

1. **RESIDENTIAL - Building Layout - BUILDER (This inspection triggers a Plumb Rough inspection)**

**COMMERCIAL - Building Layout - BUILDER (Must be called in prior to or along with the Plumbing Rough)**

- ✓ Must have string lines or lot clearly flagged along property lines and where structure is to be located.
- ✓ A trash receptacle
- ✓ Port-o-can must be provided, to services area of no more than four houses
- ✓ Address must be visible from the street.
- ✓ Make sure trees are adequately protected.
- ✓ A form survey should be provided unless otherwise specified.

2. **RESIDENTIAL - Plumbing Rough - BUILDER (Inspected at time of Layout)**

**COMMERCIAL - Plumbing Rough - PLUMBER**

- ✓ DWV Schedule 40 PVC in place, properly pitched, uncovered, with 10 foot head of water for test or 5 PSI air.

3. **RESIDENTIAL - Foundation and Plumbing Copper - BUILDER (This inspection triggers a Plumbing Copper inspection)**

**COMMERCIAL - Foundation and Plumbing Copper - BUILDER /PLUMBER**

- ✓ Forms all set, reinforcement all in place, beams clean and sized per plan, copper waterlines in place and protected.
- ✓ Everything in place but the concrete.

4. **RESIDENTIAL - Electric/Mechanical Rough and Plumbing Top Out - BUILDER (see Framing)**

**COMMERCIAL - Electric/Mechanical Rough and Plumbing Top Out – ELECTRICIAN, MECHANICAL, & PLUMBER**

- ✓ Gas, water, DWV tests on.
- ✓ All phases protected, supported, and secured properly.
- ✓ Everything completed and ready to be covered up.

5. **RESIDENTIAL - Framing - BUILDER (this inspection triggers Electrical/Mechanical Roughs & Plumbing Top Out)**

- ✓ Must have insulation inspection approval prior to cover up.
- ✓ Drywall inspection not required.

**COMMERCIAL – Framing**

- ✓ To be scheduled by building contractor AFTER the Electrical/Mechanical Roughs and the Plumbing Top Out are approved (only applies to commercial).
- ✓ If called prior to approval, a \$25.00 reinspection fee will be assessed and the Framing will be in non-compliance.
- ✓ Must have insulation inspection approval prior to cover up.

**FIRE MARSHAL INSPECTION (contact directly to schedule inspections (512) 401-5200)**

- ✓ Drywall inspection not required except for rated firewalls which must be inspected by the Fire Marshal's Office.
- ✓ After all trades rough inspections have passed and prior to insulation or sheetrock, the Fire Marshal's Office must be contacted to complete a top-plate inspection to ensure that all penetrations have been sealed with an approved fire stop sealant conforming to UL 1479. This inspection applies to combustible construction.

6. **RESIDENTIAL/COMMERCIAL – Gas Pressure – PLUMBER**

- ✓ Gas test must hold 20 PSI per City Ordinance.
- ✓ This inspection is what it needed in order to have a gas meter release from the City.

7. **RESIDENTIAL/COMMERCIAL - Temporary Construction Power – ELECTRICIAN**

- ✓ Can be scheduled anytime after permit is obtained by the Electrician.

8. **RESIDENTIAL/COMMERCIAL - Water/Sewer and Electric Yard Lines - PLUMBER & ELECTRICIAN**

- ✓ Can be scheduled anytime after the permits are obtained.
- ✓ Maintain proper burial depth.
- ✓ Properly bed and test.
- ✓ Maintain pitch for sewer & provide 10' head test.

9. **RESIDENTIAL - Permanent Power - ELECTRICIAN**

- ✓ Supplies temporary power to structure for final inspection of all systems.
- ✓ Structure must be made safe.
- ✓ When approved, the City will release to PEC.

**COMMERCIAL – Permanent Power – ELECTRICIAN**

- ✓ Supplies temporary power to structure for final inspection of all systems.
- ✓ This inspection must be scheduled prior to electrical final.
- ✓ When approved, the City will release to PEC.

10. **COMMERCIAL Electrical, Mechanical, Plumbing Finals - ELECTRICIAN, MECHANICAL, PLUMBER**

- ✓ When complete, tested, and each phase is ready for occupancy.
- ✓ All other phases have been approved.
- ✓ All is complete and ready to be occupied, including exterior landscaping. This should be done prior to final inspection to avoid any conflicts.

11. **RESIDENTIAL – Building Final – (this triggers Electrical, Mechanical, Plumbing Finals)**

- ✓ All is complete and ready to be occupied, including exterior landscaping.
- ✓ A Building Final for Single Family Residential acts as the Certificate of Occupancy.
- ✓ All re-inspection fees should be paid prior to scheduling this inspection.
- ✓ **A penalty of \$100.00 a day will be assessed for a house that is occupied prior to receiving an approved building final (Certificate of Occupancy).**

12. **COMMERCIAL – Building Final – GENERAL CONTRACTOR**

- ✓ All sub-contractors must obtain approved finals prior to this inspection.
- ✓ Schedule this inspection prior to fire final.
- ✓ Submit all required documents : Backflow test reports, landscape concurrence letter, civil as-builts both in Mylar and CAD format, structural as-builts on CD format
- ✓ Submit approved elevator inspection from TDLR if required
- ✓ Approval from all departments will be required prior to issuance of CO or Certificate of Completion (refer to CO memo for details).
- ✓ Requests to occupy, but not to operate, prior to full CO must be submitted and approved through the Fire Marshal's Office 512-401-5200.

**\*\* RE-INSPECTION FEES \*\***

- **ANY** failed inspection will result in a \$25.00 re-inspection fee charge.
- Re-inspection fees must be paid prior to a building final or when picking up Certificate of Occupancy.
- Finals scheduled prior to other phases being approved, results in a re-inspection fee charged to the general contractor.

# IVR Inspection Groups

## ACCESSORY STRUCTURE

39	Layout
55	Foundation
22	Frame
57	Final

## ANSUL SYSTEM (Fixed System)

To set up any of the following inspections:

(Call Fire Marshal's Office at 401-5200)

Fixed Suppression Final

## BUILDING COMMERCIAL

10	Layout
11	Foundation
12	Framing
13	Final
14	Deep Beam
70	Insulation
71	Masonry

## BUILDING RESIDENTIAL

25	Layout
36	Foundation
38	Framing
23	Final
14	Deep Beam
70	Insulation
71	Masonry

## COMMERCIAL FOUNDATION ONLY

10	Layout
11	Foundation
14	Deep Beam

## COMMERCIAL SHELL ONLY

11	Foundation
12	Framing
13	Final
70	Insulation
71	Masonry

## COMMERCIAL IRRIGATION

68	Commercial Irrigation Rough (ready for meter to be set)
62	Commercial Irrigation Final (backflow device has been tested)

## COMMERCIAL OUTSIDE UTILITIES

27	Copper and Water
53	Sewer Line Only
28	Water and Sewer Yardline
52	Water Line Only
98	Gas Yardline

## DECK and PATIO COVER

58	Layout
59	Foundation
61	Framing
60	Final

## DEMOLITION (Only)

10	Commercial Layout
12	Commercial Framing
13	Commercial Final
25	Residential Layout
38	Residential Framing
23	Residential Final

## ELECTRICAL COMMERCIAL

16	Temporary Power
18	Rough Electrical
19	Permanent Power
20	Final Electrical
17	Underground Electrical
21	Ground Electrode
61	Electrical Ceiling Only
84	Electrical Wall Only

## ELECTRICAL RESIDENTIAL

87	Temporary Power
73	Rough Electrical
85	Permanent Power
33	Final Electrical
83	Underground Electrical
21	Ground Electrode

## FIRE ALARM

To set up any of the following inspections:

(Call Fire Marshal's Office at 401-5200)

Fire Alarm Final

## FIRE CODE

To set up any of the following inspections:

(Call Fire Marshal's Office at 401-5200)

Fire Final

Fire Wall

Top-Plate Inspection (after all sub's roughs have been approved)

## FIRE SUPPRESSION

To set up any of the following inspections:

(Call Fire Marshal's Office at 401-5200)

Fire Loop

Fire Pump Test

Underground Hydro and Visual

Aboveground Hydro and Visual

**MECHANICAL COMMERCIAL**

14	Rough Mechanical
15	Final Mechanical

**MECHANICAL RESIDENTIAL**

76	Rough Mechanical
35	Final Mechanical
70	Insulation

**MOBILE HOME**

44	Mobile Home Layout
45	Mobile Home Building Final

**OUTSIDE SPRINKLER**

97	Residential Irrigation Final (backflow device has been tested)
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**PLUMBING COMMERCIAL**

54	Rough Plumbing
27	Copper and Water
29	Top Out
34	Final Plumbing
30	Gas Pressure
89	Plumbing Ceiling Only
94	Plumbing Wall Only
28	Water and Sewer Yardline
53	Sewer Line Only
52	Water Line Only
98	Gas Yardline

**PLUMBING MUD (Residential)**

41	MUD Rough Plumbing
40	MUD Copper and Water
42	MUD Top Out
49	MUD Final Plumbing
43	MUD Gas Pressure
56	MUD Water and Sewer Yardline
97	MUD Gas Yardline
30	MUD Gas Riser Connection
65	MUD Water Line Only
96	MUD Sewer Line Only

**PLUMBING RESIDENTIAL**

77	Rough Plumbing
26	Copper and Water
86	Top Out
37	Final Plumbing
47	Gas Pressure
80	Water and Sewer Yardline
75	Sewer Line Only
95	Water Line Only
97	Gas Yardline
30	Gas Riser Connection

**RESIDENTIAL FOUNDATION ONLY**

25	Layout
36	Foundation
14	Deep Beam

**SIGN**

46	Layout
48	Foundation
74	Final
20	Final Electrical

**SWIMMING POOL and SPA**

88	Pool Layout
81	Pool Prepour
82	Pool Final

**TEMPORARY CONST – SALES TRAILER**

10	Commercial Layout
13	Commercial Final

**TEMPORARY METER LOOP**

16	Commercial Temporary Power
87	Residential Temporary Power

**TEMPORARY SIGN**

46	Sign Layout
01	Sign Attachment
02	Sign Removal

**TEMPORARY STRUCTURE**

10	Commercial Layout
13	Commercial Final

**NOTE: Listed underneath the permit types (in bold) are the only inspections that our system will accept for that specific permit type.**